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## School site staff

There are a number of different roles that support the needs of the school and pupils before, after and during lunchtime.

In Ealing we have developed a range of [generic job descriptions](#) for site managers / caretakers, cleaners and SMSA's (Midday supervisors) .

A full range of training and CPD in Ealing can be found at [Ealing CPD online](#).

There are a number of [health and safety courses run by Ealing's corporate safety team](#)

[Ealing schools health and safety](#) provide support and advice to Ealing schools on health and safety related matters.

## Site managers / caretakers

These members of staff are responsible for the maintenance and security of the school building and ensuring health and safety guidelines are followed.

Day-to-day tasks could include:

- managing access to the premises and maintaining security
- fire drills
- managing cleaners
- carrying out basic repairs
- managing risk assessments / site checks
- checking play equipment
- championing health and safety around the school
- supervising external contractors.

## Networking/workshop for site managers and caretakers

Ealing run a termly workshop session for all school caretakers and site managers. This event will give you the opportunity to take part in a topic/s driven session which is relevant to your role.

It will give you a chance to network with other colleagues and take part in a Q & A session with relevant experts linked to the topic/s of the session.

[Book a place at the network meeting or view details of other training via CPD online](#)

## Cleaning staff

Cleaning staff work either on their own or in a team, ensuring that the school premises are clean, safe and hygienic. Cleaners are usually supervised by the site manager/caretaker or cleaner in charge.

Duties will include the following:

- spot cleaning of spillages
- wiping, polishing, dusting of designated areas
- emptying and cleaning bins
- cleaning toilets including sanitary fittings and surrounds
- mopping and spray cleaning hard floor surfaces
- straightening furniture and general tidying up of designated areas
- replenishing supplies in toilets
- checking and closing windows, switching off lights after work

A full range of training and CPD in Ealing can be found at [Ealing CPD online](#).

### Related content

[Support staff roles generic job descriptions](#)

### Related services

[Ealing Education Centre \(EEC\) training and meeting venue 2025/26](#)

[School workforce development support 2025/26](#)

### Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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